



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF SCHOOL IMPROVEMENT – FEDERAL PROGRAMS
SELF-MONITORING REPORT – FEDERAL DISCRETIONARY GRANTS

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| School District Name: | County-District Code: |
| Board Authorized Representative: | Form Due Date: October 16, 2006 |
| CSR Contact: | Homeless Contact: |
| Even Start Contact: | |

Directions

1. Respond to each of the following monitoring requirements by placing an appropriate code (*see below*) on the line to the left of the corresponding item. **Responses are required on each lettered item**, and documentation proving compliance must be kept on file at the district.

CODE KEY

DC = District Compliant: An internal review indicates compliance. When using this code, the district must have the documentation readily available for review by the Discretionary Grants' staff, if requested.

DR = District Resolving: An internal review indicates a compliance discrepancy. When using this code, use the comment section to explain how the district intends to resolve the discrepancy and its intended time frame for completion.

DA = District Assistance: The district requests assistance. A supervisor from the Discretionary Grants Section will contact the district to arrange for assistance.

NA = Not Applicable to this district.

2. Place a checkmark in all appropriate boxes under Evidence Sources to indicate the type of supporting documentation you have available. The documentation of evidence sources must be on file at the district for possible review during the MSIP Review. Do not send copies of evidence sources to Federal Discretionary Grants.
3. MAIL the completed form by the Due Date Above to: Director, Federal Discretionary Grants, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102
4. QUESTIONS: Contact: **Comprehensive School Reform (CSR):** (573) 522-8763
Homeless Children and Youth Program: (573) 522-8763
Even Start Family Literacy: (573) 522-8763

Assurances

The authorized representative assures the Department of Elementary and Secondary Education that the district shall:

1. Receive and expend federal funds in a manner consistent with the intent of the approved application.
2. Keep records for these programs for a period of three years and provide such information as may be necessary for the program evaluation; provide the Department of Elementary and Secondary Education any information it may need to carry out its responsibilities under the programs.
3. Adhere to the requirements of the applicable federal statutes and regulations, the state rules governing the programs, and all other applicable statutes, including: Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendment of 1972; Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Gun-Free Schools Certification.

The board-authorized representative understands the assurances and the responsibility for compliance placed upon the applicant.

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| Authorized Representative | Date |
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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department employment practices may be directed to the Jefferson State Office Building, Human Resources Director, 2nd Floor, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-9619. Inquiries related to Department programs may be directed to the Jefferson State Office Building, Title IX Coordinator, 5th floor, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-4212.

KEY:**DC = District Compliant****DR = District Resolving****DA = District Assistance****NA = Not Applicable to this district****General Provisions for Discretionary Grants****1. Complaint Procedures for Federal Programs** (see *Administrative Manual for Discretionary Grants*, p. 10-11; *Administrative Manual for Even Start*, p. 23):

- a. _____ The district routinely disseminates to parents a copy of the Missouri Department of Elementary and Secondary Education's "Complaint Procedures for Federal Programs".

Evidence Sources:

- ☐ Copy of form

2. Nonpublic Participation (see *Administrative Manual for Discretionary Grants*, p.10; *Administrative Manual for Even Start*, p. 33-34):

- a. _____ The district conducts timely consultation with nonpublic school officials in the project planning stage to inform of services that may be provided to private schools, with funding, employment and contracts under the control of the public school district.

Evidence Sources:

- ☐ Letters or other documents verifying consultations for planning.
☐ Documents, invoices, and other evidence of activities planned or carried out.

3. Obligation of Funds (see *Administrative Manual for Discretionary Grants*, p. 5; *Administrative Manual for Even Start*, p. 19-20):

- a. _____ The district provides documentation that funds are obligated (purchase orders made or services contracted) only between the time of project approval and the end of the grant period.

Evidence Sources:

- ☐ Comprehensive School Reform First Obligation Date
☐ Homeless Children and Youth Program First Obligation Date
☐ Even Start Family Literacy Program First Obligation Date

4. Accounting Requirements (see *Administrative Manual for Discretionary Grants*, p. 5-7; *Administrative Manual for Even Start*, p. 21):

- a. _____ Separate and identifiable accounting records with expenditure codes for receipts and expenditures in each program must be maintained.
- b. _____ All records must be kept for three years after the close of the fiscal year in which funds were expended, or until any pending audits and findings and recommendations from audits or monitoring have been completed or resolved.

Evidence Sources:

- ☐ District Financial Records

5. Documentation Related to Payment of District Staff (see *Administrative Manual for Discretionary Grants*, p. 5-6; *Administrative Manual for Even Start*, p 21):

Documentation exists for staff paid with grant funds:

- a. _____ Sign in sheets for stipends for workshop attendance
- b. _____ Time logs for hourly rates for out-of-contract time

Evidence Sources:

- ☐ Time and Effort Logs
☐ Work Schedules
☐ Workshop sign-in sheets

6. Inventory Control (see *Administrative Manual for Discretionary Grants*, p. 6-7; *Administrative Manual for Even Start*, p. 22):

- a. _____ A centralized inventory control system, including all required components, account for equipment with an acquisition cost of \$1,000 or more per unit purchased with federal dollars.
- b. _____ District labels all inventory items purchased with state or federal funds.

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c. _____ Capital outlay purchases are consistent with the application.
Evidence Sources:
☐ Copy of inventory listing

7. Disposition of Capital Outlay (see *Administrative Manual for Discretionary Grants*, p. 7; *Administrative Manual for Even Start*, p. 22-23):

a. _____ Equipment with an acquisition cost of less than \$2,000 which is at least five years old and no longer effective may be purged or transferred to the school district at no cost upon DESE approval.

b. _____ Districts given permission to purge equipment less than five years old will not purchase similar equipment until the five-year period is over.

8. Final Expenditure Report (FER) (see *Administrative Manual for Discretionary Grants*, p. 4; *Administrative Manual for Even Start*, p. 21):

a. _____ The Final Expenditure Report must be submitted no later than May 15.

Comments for items indicated DR – Please include plan and time frame for resolution

KEY:**DC = District Compliant****DR = District Resolving****DA = District Assistance****NA = Not Applicable to this district****Comprehensive School Reform**

Building CSR Contact:

Building Code:

Building Name:

☐ Year 2 ☐ Year 3****Copy and complete for each building implementing a Comprehensive School Reform Model****1. Planning** (see *Administrative Manual*, p. 13-15):

- a. _____ Evidence of selection panel meetings exist.

Evidence Sources:

- ☐ Meeting agenda
☐ Minutes from panel meetings
☐ Meeting sign-in sheet
☐ Other _____

- b. _____ Building contact can document procedures used by the building panel during the model selection process.

Evidence Sources:

- ☐ Minutes from panel meetings
☐ Other _____

- c. _____ The chosen model has not been implemented in the building prior to its initial year of implementation.

- d. _____ Letter of intent was signed with the model developer on _____.

2. Needs Assessment (see *Administrative Manual*, p. 13-15):

- a. _____ Building implementing reform model is Title I eligible.

Evidence Sources:

- ☐ Free/reduced lunch percentage
☐ Federal Grants Application _____
☐ Other _____
☐ Other _____

3. Required Components (see *Administrative Manual*, p. 14-15):

- a. _____ Documentation exists to support the required components for each model implemented.

- b. _____ Effective, researched-based methods and strategies

Evidence Sources:

- ☐ Model has successfully been replicated in the following schools: _____
☐ Model developer has documented that the implemented model is supported by scientifically-based research as evidenced by: _____

- c. _____ Comprehensive design

Evidence Sources:

- ☐ Building serves students in grades _____ and the model serves students in grades _____.

- d. _____ Professional development is included in the implementation

Evidence Sources:

- ☐ Contract, Memorandum of Understanding (MOU) or training agenda from model developer
☐ Contract, Memorandum of Understanding (MOU) or training agenda from building contact
☐ Contract, Memorandum of Understanding (MOU) or training agenda from _____ (specify)

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- e. _____ Measurable goals for student performance and benchmarks

Evidence Sources:

- ☐ Are tied to the following Show-Me Standards (list numbers): _____
See: <http://dese.mo.gov/standards/>

- f. _____ Support within the school

Evidence Sources:

- ☐ Meeting minutes
☐ Rosters of meetings
☐ In-service training rosters
☐ Other _____

- g. _____ Parent and Community Involvement

Evidence Sources:

- ☐ Lesson plans
☐ Rosters of volunteers/tutors
☐ Parent signature on homework logs
☐ Meeting minutes
☐ Other _____

- h. _____ External technical support and assistance

Evidence Sources: Model developer provides:

- ☐ Professional development
☐ In-service training
☐ Modeling in classrooms
☐ Other _____

- i. _____ Coordination of resources

Evidence Sources:

- ☐ Itemized listing of other federal, state, local and private resources.

4. Reform Model Activities (see *Administrative Manual*, p. 14-16):

- a. _____ Activities used to implement the selected reform model are documented.

Evidence Sources:

Looking at your staff as a whole, estimate the percentage of time spent on major activities undertaken during this reform model (this needs to total 100%).

- _____ % Professional development
_____ % Technical assistance
_____ % Community/parent awareness
_____ % Cadre work
_____ % Other _____
_____ % Other _____

- b. _____ Activities used to support implementation of the reform model that were not directly part of the reform model.

Evidence Sources:

- ☐ _____

5. Evaluation (see *Administrative Manual*, p. 16):

- a. _____ Evidence exists that the building submits an Annual Project Evaluation Report to DESE no later than 30 days after project ending date. Evaluation was submitted on _____.

KEY:**DC = District Compliant****DR = District Resolving****DA = District Assistance****NA = Not Applicable to this district****Homeless Children and Youth****1. Needs Assessment** (see *Administrative Manual*, p. 19-20):

- a. _____ The district serves 20 or more homeless children and youth with this grant.

Evidence Sources:

- ☐ One-day district count on _____
- ☐ Total number served during the school year for the year _____
- ☐ Census data from DESE on _____

2. Activities (see *Administrative Manual*, p. 18-20):

- a. _____ The individual in charge of administering the grant has a working knowledge of the definition of a homeless child and with his/her duties related to the homeless federal statute; school personnel have been notified that he/she is responsible for these duties.

Evidence Sources:

- ☐ Name of district homeless coordinator (board-adopted). Homeless coordinator is aware of his/her responsibilities as defined in the No Child Left Behind Act.
- ☐ Agendas, minutes of meetings, memos, or other forms of communication with school staff to notify them of the individual responsible for administration of the grant.
- ☐ Professional development is provided for school personnel informing them of the needs and rights of homeless students.

- b. _____ Evidence exists that the services/activities offered to the homeless children and youth relate to the specified CSIP strategies in the grant application and that homeless students are given the opportunity to participate in all available school programs.

Evidence Sources:

- ☐ Copy of the project evaluation
- ☐ Evidence that items listed in the activities actually occurred (include a summary description of the evaluation process).
- ☐ Evidence that required activities actually occurred (include a summary description of the evaluation process).
- ☐ Other _____

- c. _____ Other (if applicable). Looking at the other activities listed in the grant application as a whole, evidence exists that the services/activities provided to the homeless children and youth relate to the specified CSIP strategies in the grant application and that each activity listed in the grant application actually occurred.

Evidence Sources:

- ☐ Sign-in sheets
- ☐ Rosters
- ☐ Meeting agendas
- ☐ Lesson plans, activity outcomes
- ☐ Other _____
- ☐ Other _____
- ☐ Other _____

Comments for items indicated DR – Please include plan and time frame for resolution

KEY:**DC = District Compliant****DR = District Resolving****DA = District Assistance****NA = Not Applicable to this district****Even Start Family Literacy****1. Planning** (see *Administrative Manual*, p. 25-27):

- a. _____ Evidence of alignment with the district's CSIP plan exists.
- b. _____ Evidence of cooperative planning with participating agencies exists.

Evidence Sources:

- ☐ Meeting agenda
- ☐ Minutes from meetings
- ☐ Meeting sign-in sheets
- ☐ Other _____

2. Needs Assessment (see *Administrative Manual*, p. 27-28):

Documentation and records are available to show the identification and recruitment of families most in need of services indicated by:

- a. _____ Low level income
- b. _____ Low level of adult literacy or English language proficiency

3. Staff Qualification (see *Administrative Manual*, p. 28):

Documentation is available to show:

- a. _____ Personnel are evaluated on a consistent basis

Evidence Sources:

- ☐ Evaluation schedule
- ☐ Evaluation summary

- b. _____ Personnel receive training on a consistent basis

Evidence Sources:

- ☐ Sign-in sheets

- c. _____ Personnel paid through Even Start funding have the federally required certification: All new personnel hired and the majority of personnel in existing programs after Dec. 21, 2004 will have an associates degree or greater, paraprofessionals will have a high school diploma, and the administrator of the program will have received family literacy training.

Evidence Sources:

- ☐ Certification documentation (e.g. diploma, transcript, certificate of completion of courses, etc.)

4. Program Activities (See *Administrative Manual*, p. 25-27):

Required components of Even Start are in place and functioning.

- a. _____ The four required components are fully implemented (Early Education, Adult Education, Parenting Education, PACT/PCIL time).

Evidence Sources:

- ☐ Daily schedule
- ☐ Daily attendance records

- b. _____ Program activities are coordinated with cooperating agencies.

Evidence Sources:

- ☐ Meeting agenda
- ☐ Minutes from meetings
- ☐ Other _____

5. Retention (See *Administrative Manual*, p. 29):

- a. _____ Strategies are in place to encourage participants to remain in the program long enough to meet program goals.

Evidence Sources:

- ☐ List strategies used

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- a. _____ Program operates on a year-round basis (including some program services, instructional or enrichment, during the summer months).

Evidence Sources:☐ Even Start Project calendar**7. Evaluation** (See *Administrative Manual*, p. 29-30, and p. 37):

Documentation is available to show:

- a. _____ Evidence of ongoing screening and evaluation of adults and children to provide information for program outcomes.

- b. _____ End of the year final expenditure report is due May 15.

Evidence Sources:☐ Final Expenditure Report submitted to DESE on _____.

- c. _____ Program evaluation including the Mo. Family Indicators of Program Quality and Standards of Performance and the federally required adult and child education outcomes are received no later than 60 days after program ending date.

Evidence Sources:☐ Mo. Family Indicators of Program Quality and Standards of Performance submitted to DESE on _____.

- d. _____ Local program evaluation is done by an independent examiner.

8. Obligation of funds (See *Administrative Manual* p. 34-37):

- a. _____ Documentation confirms that Federal share does not exceed:

| | |
|--------------|---------------------------|
| Year 1 - 90% | Year 6-8 - 50% |
| Year 2 - 80% | Year 9 - 35% |
| Year 3 - 70% | Year 10 - 30% |
| Year 4 - 60% | Year 11& Subsequent - 27% |
| Year 5 - 50% | |

Evidence Sources:☐ Application

- b. _____ Documentation confirms non-supplant – that federal funds are used only to supplement the level of funds that would be made available from nonfederal sources in the absence of these funds.

Evidence Sources:☐ Itemized expenditure listing**Comments for items indicated DR – Please include plan and time frame for resolution**